



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 2/12/2013	Interviewer: Laura Eckert	RFA #13 – 08
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Classified Staff		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Concerns about long-time issues with supervisor/coworkers.		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input checked="" type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
2/12/2013	[REDACTED] visits EO	Requests to meet with Laura Eckert, referred to our office.
2/19/2013	Intake	<p>[REDACTED] and union rep Tim Harvey meet with Laura Eckert. [REDACTED] feels she is being bullied by her supervisor. [REDACTED] The supervisor has referred to [REDACTED] accent. [REDACTED] reports that [REDACTED] is moody and does not listen to her.</p> <p>Laura Eckert identified the issues as involving supervisory and interpersonal communication skills, and referred [REDACTED] concern to Melissa Reed in HR. [REDACTED] agreed for Laura to forward her notes to Melissa so that she does not have to repeat herself to Melissa.</p>

5 10 13	LE t/c to Melissa Reed	HR is still currently working on the situation. Some interpersonal interactions are difficult for her and there are some performance concerns. HR is working with the supervisor and supervisor's supervisor. National origin has not been an issue; seems all about interpersonal skills and communication. LJ, HR's organizational development specialist, has also been working with the team. He interviews everyone individually to see how people are feeling b/c it determines how people work together and how productive they are. Then he develops a plan on how to get to where people want to go.
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Resolution:

- ☐ Resolved to Individual's Satisfaction [R]
☐ Transitioned to Complaint [F]

- ☐ Unresolved [U]
☒ Referred to another University Office [REF]

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.